

**Position:** Business Manager/District Clerk

**Reports To:** Principal Delaney Sharp

**FLSA Status:** Exempt

[Read full job description here](#)

### **Job Goal**

The person in this position stewards the short- and long-term financial operations in collaboration with the district principal and the Board. They oversee the financial resources of the school and the creation of a mission-driven financial plan that balances the vision of the school with its financial health and well being. This position is responsible for the financial matters of the school's operations including budget development and management, overseeing school purchasing, and financially related HR decisions.

### **Qualifications**

1. Bachelor's degree in a relevant field or equivalent experience.
2. School accounting, public administration, or other equivalent work experience.

### **Required Skills and Dispositions**

*Demonstrated skills* in using technology and computer-based software; e.g. email, word processing, accounting software, Google products, and Microsoft Office Suite. Experience with School ERP Pro is preferred (formerly known as Infinite Visions). Additional required skills include: researching information sources and writing reports; money and/or grant management, financial analysis, and budgeting. Collaborative team player with co-workers and supervisor. Strong communication, interpersonal, leadership, and problem-solving skills.

*Ability and willingness* to learn and implement all necessary processes for the smooth functioning of the business office; work independently and as part of a collaborative team; demonstrate flexibility and adaptability, maintain a well organized office; and maintain confidentiality in all district affairs.

This is an on-site position. The candidate must be able and willing to perform responsibilities, as listed on the job description.

### **Terms of Employment**

- Salary: Competitive hourly rate based on skills and years of experience
- Hours: ~16-20 hours/week, year round schedule
- Timeline: Open until filled, position starts January 2025, or mutually determined date.
- Evaluation: Performance of the job will be evaluated annually by the principal.

### **Application**

The following information is required for candidates to be considered for this position:

- Letter of Interest
- Current Resume

- Two Letters of Recommendation

**Closing Date**

Position will remain open until filled.

Detailed information about the Black Butte School District, as well as a full job description, is available on our website at [www.blackbutte.k12.or.us](http://www.blackbutte.k12.or.us).

Any questions can be directed to:

Black Butte School District

P.O. Box 150, Camp Sherman, OR 97730

Email Principal Delaney Sharp [dsharp@blackbutte.k12.or.us](mailto:dsharp@blackbutte.k12.or.us) or call 541.595.6203

*Black Butte School District is an equal opportunity employer. Black Butte School District employs men and women in both traditional and non-traditional jobs and is committed to ensure there is not discrimination against any person based on race, color, gender, sexual orientation, religion, national origin, physical or mental disability, marital status or age except in positions where a bona fide occupational qualification exists.*